

Petition for Reinstatement to Class Roll After Being Dropped for Non-Attendance

Student ID No:	Semester & Year:			
Student's Name:	Phone Number:			
Email:				
NOTES TO STUDENT:				
<p>In general, students who have been dropped for <u>NON-ATTENDANCE</u> will not be reinstated into the classes from which they were dropped.</p> <p>Reinstatements will be considered if either:</p> <ul style="list-style-type: none"> *the instructor made an error and the student was in attendance prior to being dropped OR *the student can document a crisis that prevented attendance and the instructor believes that there is a strong probability that the student can catch up in the class. <p>A student who falls into one of these two cases can carry this form to the instructor. If the instructor signs the form and the student returns it to the Cashier's Office and confirmation of payment is received by the deadline for seeking reinstatement, then the student will be reinstated in the course.</p> <p>The deadline for seeking reinstatement for the Fall 2021 Semester will be Monday, September 20, 2021.</p>				
COURSE INFORMATION				
Please complete a separate petition for each class for which you are seeking reinstatement.				
_____	_____	_____	_____	_____
Course Abbreviation	Course Number	Course Reference Number (CRN)	Credit Hours	Instructor
Example: ENGL 110 10010 3 hours Dr. Smith				
<p>Give a detailed explanation of what you are requesting and the reason for your request. Document any hardship and/or extenuating circumstances as fully as possible, and explain specifically how these contributed to the need for the request. Attach additional pages to this form as needed. Petitions filed without proper explanation and documentation will be denied.</p>				
_____				_____
Student's Signature				Date

